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2430 E Street, N.W.  
Washington 25, D.C.

NIS CHAPTER IX MEMO 23

DATE 18 November 1955

MEMORANDUM FOR: NIS Chapter IX Contributors

SUBJECT: Treatment of unpublished maps in Chapter IX and Section 19

1. For the purposes of Chapter IX, all maps selected as Items in Section 91 must be published maps\* and be available either as loan copies or for distribution. In the case of sheets of a series that is at various stages of completion, only those that are published should be included in the selected Item; ones in compilation and drafting will be mentioned under the heading Programs under way or projected in Section 90.

2. It is suggested that thought be given to the submission of a graphic index for each of the major series under way, with an indication of the sheets published and those in preparation. This index could then be used to illustrate both the selected maps and the programs under way.

3. The policy outlined in paragraph 1 should also be applied to Section 19. Maps discussed under Maps and charts are those that have been published; those discussed under Programs under way or projected are those in preparation.

4. This does not represent a change in policy but has been a basic principle for Chapter IX since its inception, when provision for the discussion of materials in preparation was made by the inclusion of the heading Programs under way or projected.

\*Exception may be made in the case of annotated maps received from the field that have been cataloged and are available for loan.

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